

BART Agreement Number: 6M8145

Approval Date: 9/04/19

Work Plan No. B.08-01 Program Management Support, Measure RR Funded Track Projects

Scope:

The overall project scope will focus on the PM support of all Measure RR Track Projects in planning, reporting, scheduling, and projects design oversight.

This task included Measure RR Track Program oversight through Design development and continue support during Bid and Construction. Tasks include monitoring project progress against the detailed task schedule, develop monthly Progress Report including the status of each subtask, the schedule, milestone deliverables, and budget status with a comparison between planned and actual progress.

The Jacobs team will support the BART Program Manager and Project Managers in developing contract documents, Plans, Specs, Estimate and Schedule, for all the Measure RR Track Projects.

The Jacobs team will provide as-needed engineering support during bid process, and engineering support (i.e. shop drawing and submittal reviews) during construction.

The Jacobs team will perform following duties and responsibilities under the various BART Track Project Managers.

- a) Ensure that all projects are delivered on-time, within scope and within budget
- b) Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- c) Measure project performance using appropriate systems, tools and techniques;
- d) Report and escalate to management as needed
- e) Provide as needed constructability reviews of Measure RR interlocking rebuild design packages including disciplines such as Civil, Track, Electrical for Traction Power, Electrical for Train Control, and Structural
- f) Set-up and maintain contract files; document control and file management
- g) Attending project progress meetings with BART PM and help in handling day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, distribute meeting minutes as directed as directed by Resident Engineer/Assistant Resident Engineer
- h) Provide procedural, administrative support to Project Staff
- i) Reserve/schedule conference rooms and attend weekly progress status meetings with the Contractor
- j) Support preparation of progress meeting agendas and minutes
- k) Generate program schedules based on input from owner and CM team
- l) Generate/Review project schedules as needed
- m) Review schedule related contract specifications and change orders
- n) Review contractor baseline, monthly, and weekly schedules and produce review comments
- o) Review Weekly Statement of Working Days for Quality Assurance
- p) Assist with Project Management Plan, Contracting Plan and Risk Management Plan
- q) Providing schedule updates and prepare biweekly and monthly reports

- r) Review the project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Expert (SME). Collect all the comments from reviewers and SME in Comments Resolution Form (CRF) by the due date and distribute to the deliverables originators
- s) Other tasks as directed by the Project Management Team and Resident Engineer and/or the District representative. The Jacobs PM Support Team will be responsible for complete delivery of a task, from start to finish. We will be cognizant of BART resources and use our staff efficiently

Prime: Jacobs

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
RailPros Inc.	\$1,094,927	N	N
Acumen Building Enterprises, Inc.	\$334,466	Y	Y

Total Work Plan Value: \$4,702,513